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Journal*

STAT

27 April 1962

Mr. Joseph Bradd  
Chief, Records Management Division  
7529 Regional Office Building  
GSA  
Washington 25, D. C. (STOP 218)

Dear Joe:

As I mentioned in my letter to Mr. Campbell, last November, the Forms Workshop you did for us was a real success. The results of the forms improvement reports submitted by those in attendance are as follows:

1. Official forms concerned - 15
2. Bootleg forms concerned - 12
3. 1 new form replaced 2 typewritten letters
4. 3 new forms replaced 12 bootleg forms
5. 2 revised forms replaced 5 official forms. One of these revised forms combined 2 official forms and saved the clerical preparation of 150,000, 3x5 forms each year. In addition, a check mark and rearrangement of information on the form, precluded the printing, storing and padding of 200,000, 3x5 forms each year.

Joe, we also found that those "who got the message," took a new interest in forms management. One such example was a young man who improved and sent to us 6 important forms which had previously been bootlegged. Another example was a Records Officer with tepid interest in Forms Management who came away from the Workshop sufficiently impressed that she took the two weeks Forms Workshop at NARS. She recently gave us the results of a project she had done in her office in which at least 12 known different memorandum were combined into one official, simplified, 5x8 form.

We are pleased with these results and feel the workshop did its job.

If you need any further information on the workshop results, feel free to call me.

RAO/DDs/FMB, [redacted] /fms (27 Apr '62)

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